



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

November 14, 2016

DIVISION MEMORANDUM

No. 699; s. 2016

**SUBMISSION OF PERTINENT PAPERS FOR SENIOR HIGH SCHOOL (SHS) TEACHING
POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2017-2018**

TO : Assistant Schools Division Superintendents
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public Secondary School Heads
All Others Concerned

1. This office is now accepting applicants to teach Senior High School for the S.Y. 2017-2018.
2. All District Supervisors/In-Charge are reminded to submit to this office the pertinent papers of teacher applicants for Senior High School on or before December 28, 2016 following the provisions of DepEd Order No. 3, s. 2016.
3. Applicants will undergo **interview** and **demo teaching** in January 2017 (exact date and venue to be determined). While English written exam of applicants will be announced later in a separate memorandum.
4. For tracking purposes, applicants must be use colored folders for their pertinent papers in the following manner:
 - a) Blue - HUMSS applicants (English, Filipino, Social Sciences)
 - b) Pink - STEM applicants (Sciences and Mathematics)
 - c) Yellow - ABM applicants
 - d) Green - TVL applicants (HE, IA, AFA, ICT)
 - e) Red - SPORTS applicants (MAPEH)
5. District Supervisors/In-Charge are requested to submit a duly signed checklist of documents submitted by the applicants as attached.
6. Only one (1) folder per applicant will be submitted to this office.
7. For the information, guidance and compliance of all concerned.


LELANIE T. CABRERA, CESE

Requirements for Applicants

Mandatory requirements

1. Letter of intent which shall indicate the following information:
 - a. Statement of purpose/expression of interest
 - b. Subject group he/she intends to teach
 - c. Preferred school(s), if any
2. CSC Form 212 (2 copies with latest 2 x 2 ID Picture)
3. Certified photocopy of certificates of relevant specialized trainings
4. Certified copy of Voter's ID and/or any proof of residency
5. National Bureau of Investigation (NBI) clearance
6. Certification of QPA/General Average of Baccalaureate Degree
6. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Additional requirements

1. Certified photocopy of Diploma on Bachelor's degree
2. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject
3. Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license
4. Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)
5. Certificate of Employment/Service Record
6. Certification of Complete Academic Requirements (for CAR in MA/Doctorate Degree)

Additional requirements for TVL teacher applicants

1. Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)
2. Certified photocopy of Trainers Methodology Certificate (TMC), if available

Additional requirement for Arts and Design and Sports Tracks teacher applicants

1. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild

Additional requirement for HEI/TVI faculty

1. Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI



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DIVISION SELECTION COMMITTEE

Chair	:	Mrs. Lelanie T. Cabrera, CESE	- ASDS
Members	:	Dr. Renante A. Juanillo, Ed. D.	- SHS Coordinator
		Mr. Arnold Jungco	- Division President of NASSPHIL
		Mrs. Rowena Tropeo	- President, Teachers' Association
		Dr. Floro Ringca, Ph. D. T.M.	- Industry Expert
		Ms. Razzel Nocete	- GSP, Authorized Representative
		Ms. Rose Marie A. Vailoces	- Process Observer, NIR
		Ms. Sofia A. Tundag	- Process Observer, NIR
		Dr. Anna Lee A. Amores	- Process Observer, NIR

SENIOR HIGH SCHOOL WORKING COMMITTEES

REVIEW TEAM

Mrs. Marilyn D. Lajato	Dr. Luisito Divinagracia
Mr. Joelou Aguirre	Mr. Arvin Ladion
Mrs. Rhodaine Dizon	Mrs. Marlene Aragones
Mrs. Epifania Cuevas	Mr. Edfel Cabag
Dr. Jeanny M. Abejero	Mrs. Glenda Nunez
Mr. Virgilio Alabata	Ms. Evelyn Tamparong

CONSOLIDATORS

Mr. Lou Rubio	Ms. Louilyn M. Lajot
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RQA ENCODERS

Mr. Frances Bulangis	Mrs. Mary Jane A. Samson
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INTERVIEW & DEMO-TEACHING IN-CHARGE

Dr. Rachel Picardal	Dr. Erlinda Calumpang
Dr. Nilita Ragay	Dr. Carmelita Alcalá
Dr. Ermita Miranda	Dr. Enrique Retes
Dr. Juliet Tuala	Mrs. Alma Cora Catacutan
Miss Katherine Sedillo	Mr. Allan Tabio
Mr. Arnold Jungco	Mrs. Esterlina Paragoso
Dr. Donre Mira	Mr. Sonny V. Uy